

KAREN HANDEL, SECRETARY OF STATE DAVID W. CARMICHEAL, DIRECTOR

Records and Information Management Services State Agency Specific Schedules For Merit System, Georgia

| Record Title | Description | Retention | Legal Citation | Retention Classification | Archival Instructions | Number |
|--------------------------------|---|-----------|----------------|-----------------------------|--------------------------|----------|
| Adverse Action Appeal Files | Documents relating to appeals of adverse action for employees covered under the State Merit System of Personnel Administration; includes related correspondence with appellant, attorney, agency personnel officer, exhibits, and other related materials | 6 years | | Temporary - Short Term | | 0460-001 |